



DEPARTMENT OF INDUSTRIAL RELATIONS  
EXAMINATION ANNOUNCEMENT FOR  
**ASSISTANT SAFETY ENGINEER**  
IF55 3899 7IR/DOSH  
OPEN / STATEWIDE /NON-PROMOTIONAL



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

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| <b>WHO SHOULD APPLY</b>             | Applicants who meet the minimum qualifications (entrance requirements) as stated below as of <b>the scheduled cut-off dates</b> .   |
| <b>CAREER CREDITS</b>               | Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)  |
| <b>HOW TO APPLY</b>                 | <p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following <b>cut-off dates</b>:</p> <ul style="list-style-type: none"><li>▪ <b>March 2, 2007</b></li><li>▪ <b>July 6, 2007</b></li><li>▪ <b>November 2, 2007</b></li></ul> <p>Qualified applicants, who submit completed applications by one of the above <b>cut-off dates</b>, will be admitted to the examination scheduled for that cut-off date. Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8<sup>th</sup> Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a>.</p> |
| <b>CROSS-FILING INFORMATION</b>     | Examination for the classification of <b>Associate Safety Engineer</b> will be held at the same time. If you meet the entrance requirements and wish to apply for both examinations, you should file only one Application Form 678. Put the title of each examination you wish to take in Section 1 of the application. <b>Applications (Form 678)</b> are available at the Department of Industrial Relations, Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 <sup>th</sup> Floor in San Francisco. This form can be accessed from either the State Personnel Board website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or the Department of Industrial Relations at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> .   |
| <b>FINAL FILING DATE</b>            | Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco CA 94142 and <b>POSTMARKED</b> by the United States Postal Service (a postmark by a " <b>leased</b> " meter will not be accepted) no later than <b>the applicable cut-off date</b> . Applications postmarked, personally delivered or received via inter-office mail after <b>the cut-off date</b> will be accepted for examination scheduled for the next cut-off date.   |
| <b>SPECIAL TESTING ARRANGEMENTS</b> | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.   |
| <b>REQUIRED IDENTIFICATION</b>      | Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.  |

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| <b>SALARY RANGE</b>                                   | \$4394-5337 per month  |
| <b>LOCATIONS OF POSITIONS</b>                         | Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.   |
| <b>ELIGIBLE LIST INFORMATION</b>                      | A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.   |
| <b>EXAMINATION INFORMATION</b>                        | Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) by <b>the applicable cut-off date</b> will be scheduled for a Qualifications Appraisal Panel Interview.  |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by <b>the applicable cut-off date</b>.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I", "II" or "III". For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>  |
| <b>MINIMUM QUALIFICATIONS</b>                         | <p><b>Either I</b></p> <p>One year of experience performing the duties of a Junior Safety Engineer in the California state service.</p> <p><b>Or II</b></p> <p>Two years of experience as a Safety Technician II in the California state service.</p> <p><b>Or III</b></p> <p>Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer. or</p> <p>Two years of full-time experience directly related to safety enforcement in industrial or commercial plants and/or construction sites. And</p> <p>Equivalent to graduation from college with a degree in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> |
| <b>POSITION DESCRIPTION</b>                           | This is the first working level for the Safety Engineer (General) series. An incumbent assists fully qualified journeypersons in the performance of their duties and, under supervision performs assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigates accidents; prepares and disseminates information on safety principles, regulations, standards and methods; and prepares reports.   |

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| <b>SPECIAL PERSONAL CHARACTERISTICS</b>                      | Demonstrated interest in and aptitude for industry safety work; willingness to accept increased responsibility; willingness to travel throughout an assigned area of the State; possession of, or ability to immediately obtain, a valid motor vehicle license.   |
| <b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>                   | In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications."  |
| <b>QUALIFICATIONS APPRAISAL INTERVIEW<br/>WEIGHTED –100%</b> | <p>This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>Qualifications Appraisal Interview</b></p> <p>Scope:<br/>In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Functions, goals, and objectives of the Cal/OSHA Program and the Division of Industrial Safety;</li> <li>2. Basic safety principles and practices;</li> <li>3. Basic principles of safety engineering, industrial hygiene, or environmental or occupational health;</li> <li>4. Practical application of such principles to the health and safety of industrial workers;</li> <li>5. Report writing;</li> <li>6. Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code;</li> <li>7. Techniques of making field inspections and conducting investigations.</li> </ol> <p>B. Ability to:</p> <ol style="list-style-type: none"> <li>1. Objectively interpret and apply rules and regulations;</li> <li>2. Gather and analyze data;</li> <li>3. Establish and maintain effective relationships with those contacted in the course of the work;</li> <li>4. Learn safety engineering principles and effectively apply such knowledge;</li> <li>5. Prepare clear and concise reports;</li> <li>6. Analyze situations accurately and adopt an effective course of action;</li> <li>7. Learn rapidly;</li> <li>8. Make field inspections and conduct investigations;</li> <li>9. Detect unsafe conditions and practices;</li> <li>10. Interpret and apply Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code.</li> </ol> |
| <b>VETERAN'S PREFERENCE</b>                                  | <b>Veteran's preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</b>  |

## GENERAL INFORMATION

**For an examination without a written feature, it is the candidate's responsibility** to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) or the Department of Industrial Relations website at [www.dir.ca.gov](http://www.dir.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** As described in the Section covering Knowledge and Ability.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929